



**Transportation**

**REUSABLE CONTAINER PROGRAM**

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(SMSgt Mary E. Brown-Gardner)  
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This instruction implements AFPD 24-2, *Preparation and Movement of Air Force Material*, and outlines the responsibilities and procedures for maintenance and operation of the Reusable Container Program at the 8th Fighter Wing. This instruction applies to all units personnel assigned, attached and tenant units to 8th Fighter Wing, Kunsan Air Base, Korea.

**SUMMARY OF REVISIONS**

The 8th Logistics Readiness Squadron has been reorganized and name changed from 8th Transportation Squadron and including office symbols. Added **Attachment 1**, *Glossary References and Supporting Information*, moved paragraphs **1.** and **2.** on it and also renumbering paragraphs. A bar (|) indicates revisions from the previous edition.

**1. Responsibilities.**

| **1.1. The 8th Logistics Readiness Squadron TMO will:**

- 1.1.1. Appoint the Chief, Traffic Management Flight as the Base Reusable Container Manager.
- 1.1.2. Train all Unit Reusable Container Monitors and document training.
- 1.1.3. Track reusable container usage/non-usage by squadron (See **Attachment 2**).
- 1.1.4. Conduct an initial on-site inspection of reusable container storage areas and additional inspections when deemed necessary or if a unit does not meet the PACAF standard (See **Attachment 3**).
- 1.1.5. Convene a reusable container working group meeting at least every six months. The working group will consist of representatives from the major base shipping activities who initiate over ten shipments through the 8 LRS/LGRT (Traffic Management Flight) each year (or generate container replacement requests for stored items), i.e., supply, maintenance, fighter squadrons, and

some tenant organizations. The objective of this working group will be to minimize unnecessary expenditures of Department of Defense (DOD) funds necessary to replace containers.

1.1.6. Provide staff assistance and training to units upon request from the unit commander or unit reusable container monitor.

1.1.7. Monitor all reusable containers on the base for redistribution to units that need them, eliminating the need to buy reusable containers unnecessarily.

1.1.8. Provide recommendations for the proper disposition of excess reusable containers and associated materials.

1.1.9. Process and monitor fund recoupment for replacement containers through finance.

1.1.10. Enforce the PACAF minimum standard of 90 percent. If the monthly return rate is below 90 percent, a letter signed by the base reusable container manager will be forwarded to the applicable unit commander for corrective action. This letter will summarize data collected from AF IMTs 451, *Request for Packing Service*, and is geared to assist the organization in initiating corrective actions.

**1.2. Unit Responsibilities (For units that initiate over ten shipments, or generate container replacement requests for stored items, i.e., WRM assets):**

1.2.1. The unit commander will appoint a primary and alternate unit reusable container monitor (units may have multiple alternates appointed) to represent the unit on all matters pertaining to the base reusable container program. The unit program monitor must be in the grade of E-5 or above.

1.2.2. Forward an updated reusable container monitor appointment letter, signed by the unit commander, to 8 LRS/LGRT within ten days of any changes.

1.2.3. Ensure that all cargo received is in the original container if possible.

1.2.4. Ensure all cargo picked up by the Flight Service Center for shipment is in its original container or has an AF IMT 451 (original plus two copies) attached with the item (See **Attachment 4** for directions on completing the IMT). The AF IMT 451 should be signed only by the primary or alternate unit reusable container monitor.

1.2.5. Identify and maintain an reusable container storage area in a weatherproof area if possible. Excess containers obtained through initial issue may be redistributed to other organizations that need them to preclude buying/building containers unnecessarily.

1.2.6. Provide the base reusable container monitor, 8 LRS/LGRT, with an updated listing of all excess containers monthly.

1.2.7. Report any improvements that will increase the efficiency of the program to the base reusable container monitor.

1.2.8. Protect all containers and packaging materials to prevent deterioration during storage.

1.2.9. Provide adequate facilities, equipment, and materials to maintain containers for reuse.

1.2.10. Train unit personnel on the importance of reusing containers and packaging material.

1.2.11. Attend base reusable container monitor meetings and training sessions.

1.2.12. Appoint and train key unit personnel on use and preparation of AF IMTs 451 (See [Attachment 4](#)). Training must be documented.

1.2.13. Monitor and establish effective metrics to account for and control reusable containers and material.

## 2. Procedures.

### 2.1. 8th Logistics Readiness Squadron will:

2.1.1. The Receiving Element will make sure that items received are not separated from their respective containers.

2.1.2. The Storage and Issue Section will ensure the original container remains with the issued item. Items placed in stock will be packed with the proper reusable container. No item will remain in stock without the proper container. Storage and Issue personnel will verify the container status prior to placing the item in stock.

2.1.3. The Flight Service Center will verify that all items turned in for repair are in shipment containers. If the items are turned in without containers, then an AF IMT 451 must be with the item properly completed and signed by the respective primary or alternate reusable container monitor.

2.1.4. When an item is received in a container that is packed by the contractor, every effort should be made to keep that item with that container.

### 2.2. Other units:

2.2.1. On receipt of an item from base supply, make sure the item is in a shipment container. Every effort should be made to keep all items in their respective containers until the items are turned in for repair.

2.2.2. When items are removed from containers and put in use, and those containers are not immediately re-used, the unit reusable container monitor should be contacted so the container can be properly stored. When containers are turned in for storage, all internal packaging materials should be maintained with that container.

WILLIAM W. UHLE JR., Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 24-2, *Preparation and Movement of Air Force Material*

AFI 24-202, *Preservation and Packing*

AFI 24-202/PACAF Sup 1, *Preservation and Packing*

AF IMT 451, *Request for Packing Service*

***Abbreviations and Acronyms***

**ALC**—Air Logistics Center

**DOD**—Department of Defense

**IMT**—Information Management Tool

**N/A**—Not Applicable

**NSN**—National Stock Number

**SPI**—Special Packaging Instruction

**TCN**—Transportation Control Number

**TMO**—Traffic Management Office

**WRM**—War Reserve Material

***Terms***

**Container**—Any receptacle used to enclose and afford maximum protection to government property during storage and shipment.

**Reusable Container**—A specially designed container which is engineered for repeated use without impairment of its protective function. The reusable container is intended to be used, saved and reused as a complete system, excluding the wrap or barrier material. These containers are marked “Reusable Container. Do Not Destroy.”

**Long Life**—Container usually made of metal, plastic, synthetic, or composted materials fabricated to ensure a minimum of 100 trips.

**Short Life**—Container usually made of plywood, wood, or fiberboard. It can be identified by military federal specification number. It is constructed to withstand a minimum of ten trips.

**Specialized Container**—This container is a specially designed reusable container for a particular commodity. This will be identified on the exterior of the container by a Special Packaging Instruction (SPI) number; i.e., SPI 080-6214.

**Multi-Application Containers**—Multi application containers are designed to protect a variety of components within a given fragility and size range. These containers are made of rugged plastic containing internal cushioning pads or permanent shock mitigation systems.

**Attachment 2****REUSABLE CONTAINER ANALYSIS****(SAMPLE)****September 1997****Table A2.1. Sample of Reusable Container Analysis.**

<b>SQUADRON</b>	<b>NO. ITEMS TURNED IN</b>	<b>NO. ITEMS WITH CONTAINER</b>	<b>NO. ITEMS W/O CONTAINER</b>	<b>COST TO REPLACE</b>	<b>REUSE RATE</b>
35 FS	15	15	0		100%
8 MDG	9	7	2	\$51	78%
8 SFS	3	3	0		100%
80 FS	20	7	13	\$346	35%
8 MXS	16	16	0		100%
8 CES	2	2	0		100%
8 MDSS	1	1	0		100%
8 CS	1	1	0		100%
<b>TOTAL</b>	<b>75</b>	<b>58</b>	<b>17</b>	<b>\$457</b>	<b>77%</b>

**Attachment 3****REUSABLE CONTAINER INSPECTION CHECKLIST**

- A3.1.** Are reusable containers stored in a secure area with internal packaging and cushioning materials intact?
- A3.2.** Is the unit providing adequate facilities, equipment and material to maintain containers?
- A3.3.** Are reusable containers free from dangerous, protruding objects, such as nails?
- A3.4.** Are reusable containers stored in a weatherproof area if possible?
- A3.5.** Is the reusable container storage area clearly identified (i.e., **REUSABLE CONTAINER STORAGE AREA**)?
- A3.6.** Does the unit reusable container monitor prepare an AF IMT 451 with required information when the required container isn't available?
- A3.7.** Is the unit providing the base reusable container monitor with updated unit appointment letters within ten days of new appointments?
- A3.8.** Has the unit reusable container monitor provided unit personnel training on the importance of reusing containers and packaging materials?
- A3.9.** Has the unit reusable container monitor trained and appointed key unit personnel on AF IMT 451 preparation and use?
- A3.10.** Are Reusable Containers properly identified and categorized by NSN/SPI?

**Attachment 4****PROCEDURES FOR COMPLETING AF IMT 451, REQUEST FOR PACKAGING SERVICE**

**A4.1. Instructions for Completing AF IMT 451.** You may fill out AF IMT 451 by hand. The guidance in this attachment corresponds to the numbers shown as follows:

A4.1.1. **(Item 1) Date.** Enter the date that you initiate the form.

A4.1.2. **(Item 2) Priority.** Enter the supply priority and required delivery date assigned to the shipping document. If the request is not for a shipment, enter the date that you need the service.

A4.1.3. **(Item 3) Request No.** Packaging personnel will assign control numbers on AF IMTs 451 received. Construct the control number from the requesting unit's organization/shop code and a three digit serial number (i.e., 209XR-001). Control numbers will be issued on a fiscal year basis. (AFI 24-202/PACAF Sup 1)

A4.1.4. **(Item 4) To.** Enter the organization symbol or name of the packaging and crating activity, i.e., 8 LRS/LGRT.

A4.1.5. **(Item 5) From.** Enter the organization symbol or name of the activity initiating the request. If you prepare the IMT during the supply sum-in process, enter the office symbol or name of the activity turning in the item. Do not enter the office symbol or name of the supply activity unless you are shipping the item (or packaging it for storage) from supply stock. Enter the name and phone number of the person to contact for information on the request.

A4.1.6. **(Item 6) Shipping Document No.** Enter the Transportation Control Number (TCN) from accompanying documents. If the documents have no number, enter Not Applicable (N/A).

A4.1.7. **(Item 7) Issue Document No.** Enter the supply document number from accompanying documents. If the documents have no number, enter N/A.

A4.1.8. **(Item 8) Reason for Request.** Check the applicable block:

A4.1.8.1. Container Destroyed by User. Check this block when the user has disposed of a reusable container according to local procedures, and local reusable container program resources have no replacement. You may check this block for containers needed to replace containers that have deteriorated in storage.

A4.1.8.2. Item Issued Without Proper Container. When turning in an unserviceable repairable item, check this block when the correct SPI container was not issued with the serviceable replacement item. If the serviceable item came in another service's pack, a contractor's reusable pack, or a pack marked with an ALC deviation number in the lower right corner of the container, you may use the pack for shipment or storage.

A4.1.8.3. Item Due-Out Replacement Not Received. Check this block for Credit Due-In from maintenance turn-ins when the supply or reusable container program resources do not have the SPI pack. If you check this block, write "turn-in" in item 16 (Remarks).

A4.1.8.4. Initial Requirement. Check this block when units turn in items, containers are unavailable or replacement items came in a different SPI pack.

A4.1.8.5. Other. Check this block and specify the reason for the request when none of the blocks above cover the circumstances. **EXAMPLES:** Containers not available through supply, blocking and bracing, or pallet repair needed.

A4.1.9. **(Item 9) Item Requested.** Check the applicable block to indicate the type of container required.

A4.1.10. **(Item 10) Specifications.** Enter the applicable information in the blocks. When you need additional room to describe the requested service, attach sufficient detail to the original AF IMT 451 and write "Details attached" in the remarks block.

A4.1.10.1. Quantity. Enter the number of units required.

A4.1.10.2. Unit. Enter "each," "pieces," "bags," or any other descriptive unit of issue.

A4.1.10.3. Spec/(SPI) No. Enter the specification number or SPI number. If you do not know the SPI number, enter the item's NSN. (The packaging activity determines the SPI number required for the item and enters the number.) If the specification or SPI does not cover the required service, enter N/A.

A4.1.10.4. NSN. Enter the part number when you have no NSN. You may leave this block blank if you put an SPI number on the Spec/SPI No. line.

A4.1.10.5. Nomenclature. Enter the name of the requested item or service if you checked none of the blocks in item 9.

A4.1.11. **(Item 11) Purpose.** Check the applicable block to indicate the item destinations. You need not check these blocks when you provide a complete shipping document.

A4.1.12. **(Item 12) Bldg. No.** Enter the building number of the requesting activity if you want the container or item when complete.

A4.1.13. **(Item 13) Phone No.** Enter the phone number of the person to contact for information on the request or to alert for pick-up when the item is complete.

A4.1.14. **(Item 14) Signature of Requester.** The Unit Reusable Container Monitor, alternate or unit commander is authorized to initiate AF IMTs 451.

A4.1.15. **(Item 15) Costs.** To be computed by Packing and Crating personnel only.

A4.1.16. **(Item 16) Remarks.** Other necessary information.